

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**WATER PLANT OPERATOR TRAINEE
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs technical work operating the water treatment plant for the City. Employee reports to the Water Plant Supervisor/Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is primarily responsible for operating the water treatment plant using established guidelines and procedures. The employee monitors reservoir levels, analyzes chemical requirements and adjusts chemical feed pumps. Employee is also responsible for sample collection, maintaining filters, equipment and facility, and assisting with reports. Work is performed according to department policies and procedures under direct supervision of the Water Plant Supervisor/Superintendent and is evaluated through observation and review of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates water treatment plant, including maintaining chemical doses to provide safe and aesthetically pleasing water for customers.

Utilizes computer SCADA system to monitor distribution system, including reservoir and tank levels, pump status, pressures and alarms, according to established policies and procedures.

Conducts periodic laboratory analysis of water to assess chemical dose requirements; runs bacteriological samples.

Adjusts and maintains chemical feed pumps and filters; fills chemical feed tanks.

Calibrates laboratory equipment and turbidimeters.

Utilizes computerized data entry equipment and various database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Collects samples.

Assists in conducting tours of plant facility.

Cleans and maintains facilities and restrooms.

Answers telephones and two-way radio system.

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ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of policies and procedures pertaining to water plant operations.

General knowledge of the occupational hazards and the proper safety precautions involved in plant operations.

Skill in conducting laboratory tests and chemical analyses.

Ability to use specialized computer system(s) operated by the department.

Ability to exercise attention to detail in performing assigned tasks.

Ability to maintain effective files, records and reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in biology, chemistry, science or a related field; and/or any equivalent combination of training and experience required to perform the essential positions functions.

SPECIAL REQUIREMENTS

Ability to obtain Class "C" Water Treatment Facility Operator for Surface Water Certification issued by the State of North Carolina within twenty-four (24) months of the incumbent's date of hire. Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

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Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Non-Exempt
Salary Grade 8